



1

SHIP TO

Customer Number (see mailing label) _____

Name (please print) _____

Title _____ Dept. _____

Organization _____

Street (No P.O. Boxes) _____ Mail Code _____

City _____ State _____ Zip _____

Daytime Phone (____) _____ - _____ FAX (____) _____ - _____

E-mail _____

☐ Check here if you DO NOT want to receive e-mail promotions and offers.**BILL TO** (Fill in only if different than "SHIP TO" address)

Ordered by _____

Organization _____

Street _____ Mail Code _____

City _____ State _____ Zip _____

Daytime Phone (____) _____ - _____ FAX (____) _____ - _____

E-mail _____

☐ Check here if you DO NOT want to receive e-mail promotions and offers.

Tax Exemption Number _____

Contract Number _____

2

METHOD OF PAYMENT☐ Purchase Order

P.O. # _____ Date _____

Authorizing Signature _____

☐ Confirming Order☐ Bill Existing Account☐ Open New Account☐ Check Enclosed (prepaid orders)☐ *Credit Card (fill out information at right)

*For credit card orders, "Bill To" address must be the address on your statement



Visa



American Express



MasterCard



Discover

CREDIT CARD INFORMATION

Account Number _____ Expiration Date _____

Cardholder's Organization (if applicable) _____

Cardholder's Name (please print) _____

Authorizing Signature _____

Street or P.O. Box (must match card's billing address) _____

City _____ State _____ Zip _____

3

Product Number	Product Description	Quantity	Color/Style	Unit Price	Total Cost

4

DELIVERY INSTRUCTIONS**TO ENSURE PROMPT DELIVERY, CHECK APPLICABLE BOXES BELOW:****Stock Items (Check for rush delivery)**☐ Overnight delivery

*Extra charges will apply, call 1-800-603-3536 for details.

Items Shipping by Truck (Check required services)☐ Inside delivery☐ Deliver between hours: _____ & _____☐ Loading dock available ☐ No loading dock (need lift gate)☐ Call before delivery

Contract Name _____ Contract Number _____

*Extra charges may apply, call 1-800-603-3536 for details.

SUBTOTAL

APPLICABLE SALES TAX

ESTIMATED SHIPPING CHARGES
(Actual shipping charges will be billed)**TOTAL**

*Thank you for your order!
Your satisfaction is
100% guaranteed!*

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